



Embassy of the United States of America in Bangladesh
U.S. DEPARTMENT OF STATE
BUREAU OF EDUCATIONAL & CULTURAL AFFAIRS
CULTURAL HERITAGE CENTER

U.S. AMBASSADORS FUND FOR CULTURAL PRESERVATION
SMALL GRANTS COMPETITION

Notice of Funding Opportunity (NOFO)
FISCAL YEAR 2021

(Deadline: Saturday, November 14, 2020)

The U.S. Embassy in Dhaka is now accepting Concept Note for the Ambassadors Fund for Cultural Preservation (AFCP) fiscal year 2021 competition. The deadline to submit Concept Note to the U.S. Embassy is **11:59 p.m. on Saturday, November 14, 2020 (Bangladesh Time)**. Submissions received after this date will not be considered. Selected applicants will be asked to submit full project proposals shortly after. Full implementation of the program is pending the availability of FY 2021 funds. Interested institutions are urged to consult with the Public Affairs Section of the U.S. Embassy as soon as possible for details and guidance on the AFCP 2021 competition.

AWARD INFORMATION:

- Funding Instrument Type: Grant, Cooperative Agreement (as appropriate)
- Length of Performance Period: 12 to 60 months
- CFDA Number: 19.025
- Floor on Amount of Individual Awards: U.S. \$10,000 per project
- Ceiling on Amount of Individual Awards: U.S. \$500,000 per project

The AFCP Grants Program supports the preservation of archaeological sites, historic buildings and monuments, museum collections, and forms of traditional cultural expression, such as indigenous languages and crafts. Appropriate project activities may include:

- Anastylis (reassembling a site from its original parts)
- Conservation (addressing damage or deterioration to an object or site)
- Consolidation (connecting or reconnecting elements of an object or site)
- Documentation (recording in analog or digital format the condition and salient features of an object, site, or tradition)
- Inventory (listing of objects, sites, or traditions by location, feature, age, or other unifying characteristic or state)
- Preventive Conservation (addressing conditions that threaten or damage a site, object, collection, or tradition)
- Restoration (replacing missing elements to recreate the original appearance of an object or site, usually appropriate only with fine arts, decorative arts, and historic buildings)
- Stabilization (reducing the physical disturbance of an object or site)

FUNDING PRIORITIES: Applications for projects that directly support one or more of the following will receive additional consideration in FY 2021:

- U.S. treaty or bilateral agreement obligations;
- U.S. policies, strategies and objectives in a country as stated in the Integrated Country Strategy or other U.S. government planning documents;
- Disaster risk reduction for cultural heritage in disaster-prone areas or post-disaster cultural heritage recovery;
- Conflict resolution and help communities bridge differences; or
- Partner, connect with, or feed into other State Department public diplomacy programs, including Bureau of Education and Cultural Affairs (ECA) programs.

SPECIAL NOTE REGARDING SITES AND OBJECTS THAT HAVE A RELIGIOUS CONNECTION: The establishment clause of the U.S.

Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria.

ELIGIBLE PROJECT APPLICANTS: The Cultural Heritage Center defines eligible project applicants as reputable and accountable non-commercial entities that are able to demonstrate they have the requisite capacity to manage projects to preserve cultural heritage. Eligible implementers may include non-governmental organizations, museums, educational institutions, ministries of culture, or similar institutions and organizations, including U.S.-based education institutions and organizations subject to Section 501(c)(3) of the tax code.

INELIGIBLE PROJECT APPLICANTS: The AFCP will not award grants to individuals, commercial entities, or past award recipients that have not fulfilled the objectives or reporting requirements of previous awards.

INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS: AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- a. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of proposal submission;
- b. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- c. Preservation of hominid or human remains;
- d. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- e. Preservation of published materials available elsewhere (books, periodicals, etc.);
- f. Development of curricula or educational materials for classroom use;

- g. Archaeological excavations or exploratory surveys for research purposes;
- h. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
- i. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- j. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- k. Commissions of new works of art or architecture for commemorative or economic development purposes;
- l. Creation of a new or modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- m. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- n. Relocation of cultural sites from one physical location to another;
- o. Removal of cultural objects or elements of cultural sites from the country for any reason;
- p. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
- q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- r. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- s. Costs of fund-raising campaigns;
- t. Contingency, unforeseen, or miscellaneous costs or fees;
- u. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer;

- v. International travel, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities with cultural heritage experts;
- w. Individual projects costing less than US \$10,000 or more than \$500,000;
- x. Independent U.S. projects overseas.

APPLICATION AND SUBMISSION INFORMATION

Important: Concept Notes must be received by the Public Affairs Section of the U.S. Embassy in Dhaka **no later than 11:59 p.m. Saturday, November 14, 2020 (Bangladesh Time)**. All Concept Notes must be submitted via e-mail to DhakaGrants@state.gov. Only selected applicants will be asked to submit full application in March 2021, via e-mail to DhakaGrants@state.gov and must include complete information as described in the requirements below. All documents must be in English.

Each Concept Note submitted must include:

- **Not to exceed two typed pages** and must be **written in English**.
- **Project title.**
- **Anticipated project length** (in months).
- **Project location/site.**
- **Project cost estimate in USD.** (This may be modified if a full proposal is requested.)
- **Name of lead applicant organization** and any partner organizations, including government institutions.
- **SAM registration status.**
- **Project purpose** that summarizes project objectives, proposed activities, and desired results.
- **Statement of importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, collection, or form of traditional expression.

- **Statement of urgency** indicating the severity of the situation and explaining why the project must take place now.

Full application requirements **for selected applicants only**. Project proposals must include or address the following:

- a) Project dates;
- b) Project activities description and timeframe that present the project tasks in chronological order and list the major milestones with target dates for achieving them (Note: Applicants may propose project periods of up to 60 months [five years]);
- c) Theory of change that describes how the project activities and outputs will help achieve any broader host country or community aims or objectives (For example, if a broader goal is economic development, how will the activities and outputs directly contribute towards achieving that goal?);
- d) Statement of importance highlighting the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage;
- e) Proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site or collection;
- f) Implementer public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms;
- g) Maintenance plan outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project;

- h) Résumés or CVs of the proposed project director and key project participants;
- i) Detailed project budget, demarcated in one-year budget periods (2021, 2022, 2023, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs;
- j) Budget narrative explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items;
- k) Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL);
- l) Relevant supporting documentation, such as historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, etc., compiled in preparation for the proposed project;
- m) As requested by the Center or as appropriate, additional high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site or museum collection and show the urgency or need for the proposed project (collapsing walls, extensive water damage, etc.).

COST SHARING AND OTHER FORMS OF COST PARTICIPATION:

There is no minimum or maximum percentage of cost participation required for this competition. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

DUNS Number and SAM Registration: Applicants must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting full applications. It is mandatory for applicants to have a DUNS and SAM.gov registration unless they meet one of the exemptions specified in the Federal Assistance Directive (https://usdos.sharepoint.com/sites/A_OPE/FA/SitePages/Policy.aspx). The DUNS/NCAGE/SAM.gov process can take weeks/months, especially for non-U.S. applicants. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM is the official, free on-line registration database for the U.S. government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award missions. Registration in SAM is free: <http://sam.gov>.

APPLICATION REVIEW PROCESS

The Center will conduct its review process in late 2020 and early 2021. It will review and select Round 1 project concept notes and full project applications (Round 2) in consultation with the regional bureaus and taking into consideration the program objectives, funding areas and priorities, ineligible activities and unallowable costs, and other application requirements. The Center may deem concept notes and full applications ineligible if they do not fully adhere to AFCP 2021 Grants Program objectives, requirements, and other criteria stated herein.

Concept note review and selection: In consultation with the regional bureaus, ECA and the Center will determine which project ideas advance to the Round 2 full application stage based on the following criteria:

- i. anticipated preservation and public diplomacy impacts;
- ii. potential contributions to U.S. foreign policy;
- iii. potential contributions to host-country or community objectives and aims

Disclaimer: Issuance of this funding opportunity does not constitute an award commitment on the part of the AFCP program or the U.S. government. The U.S. Embassy and the Cultural Heritage Center reserve the right to reduce, revise, or increase application budgets in accordance with the needs of the program and the availability of funds.

CONTACT INFORMATION

For questions related to the application process, please reach out to Public Diplomacy Program Coordinator via email at GomesJJ@state.gov or by phone at +88-02-55662814.

For final submission of proposals, please mail all required documents to Dhaka Grants Committee at DhakaGrants@state.gov.

Learn more about AFCP on the web at
<http://exchanges.state.gov/heritage/afcp.html>

We look forward to receiving your proposals. Thank you.